

~~SECRET~~UNITED STATES COMMUNICATIONS INTELLIGENCE BOARDDIRECTIVE NO. 1ORGANIZATIONAL BULLETIN

(Approved by USCIB on 16 November 1948)

29

(Revised as of 13 Oct. 1950)

Pursuant to the provisions of the National Security Council Intelligence Directive No. 9, the United States Communications Intelligence Board (USCIB) approves and hereby establishes the following organizational arrangements and operating procedures for the conduct of its business.

1. The following organizations will be represented on USCIB:

1. Department of State,
2. Department of the Army,
3. Department of the Navy,
4. Department of the Air Force,
5. Central Intelligence Agency,
6. Federal Bureau of Investigation.

2. The membership of USCIB will consist of not more than two regular representatives designated by appropriate authority in each organization represented on USCIB.

3. There shall be a Coordinator, who will serve as Executive Agent for the Board, with duties and responsibilities as defined by USCIB. He shall be a Board Member, ex officio, without vote. The Director, Armed Forces Security Agency, will be the Coordinator and, assisted by necessary deputies and a Secretariat, will perform the functions of that office.

4. USCIB will act only with the unanimous concurrence of all of its members, except that the Chairman shall be elected by majority vote. In the event of its failure to reach unanimity, USCIB will refer the matter to higher authority as prescribed in paragraph 4 of NSCID #9. The Board will perform such functions as may be required to accomplish its objective, but it will place particular emphasis upon the following:

- 1. -

~~SECRET~~

~~SECRET~~

- (a) Formulating national Communications Intelligence policy and objectives.
- (b) Allocating among the member organizations specific responsibility for the conduct of Communications Intelligence tasks in order to insure a comprehensive coordinated program and to eliminate unnecessary duplication of effort. (Tasks in those fields of responsibility or interest that are severally and specifically assigned to the member organizations by law or by competent authority, shall be recognized as the primary responsibility of the cognizant organization.)
- (c) Prescribing basic security standards and dissemination policies to protect all Communications Intelligence activities and sources.
- (d) Exercising supervision over the establishment and maintenance of all liaison with foreign and non-member domestic agencies in the field of Communications Intelligence.
- (e) Assessing the national Communications Intelligence requirements, and establishing general policies concerning emphasis and priorities of effort accordingly.

5. Any member of USCIB may place an item on the agenda by notifying the Secretariat in writing or by introducing it at a meeting with the concurrence of those present. USCIB papers not supplied to Board members at least 48 hours in advance of a meeting will not be considered for decision at the meeting except by the unanimous consent of representatives present. The USCIB agenda shall include a continuing inventory of all pending items and no item is to be dropped therefrom except by specific approval of the Board.

6. USCIB may make decisions and issue directives or communications pertaining thereto without a formal meeting. Such directives or communications issued in the name of USCIB will need to be signed only by the Chairman thereof but shall require the prior concurrence of all members of USCIB.

~~SECRET~~

7. The following rules shall govern the Chairmanship of USCIB:

- (a) The term of office of the Chairman shall not exceed one year.
- (b) The same organization will not furnish the Chairman twice in succession.
- (c) If a particular Chairman is unable to continue in office for his prescribed term, a new Chairman will be elected to serve a full term.
- (d) If the Chairman is unable to attend a meeting or otherwise must be absent from USCIB affairs, he will designate another regular member to serve as Acting Chairman in his absence.
- (e) The Coordinator is not eligible for the office of Chairman.

8. A regularly scheduled meeting of USCIB will be held on the second Friday of each month unless cancelled or postponed by unanimous consent of members, in which event the Secretariat, as directed by the Chairman, will notify members of the new meeting date at least 48 hours in advance. Interim meetings may be requested by any member and will be called by the Chairman if a majority of the members concurs. Prompt notice of the holding of each meeting will be given to members by the Secretariat.

9. Each organization represented on USCIB will be represented at each meeting by at least one member or alternate with necessary power to act. The Coordinator, or his designated Deputy Coordinator, will attend each meeting.

10. A record of the discussions and decisions of USCIB will be prepared in the form of Minutes by the Secretariat. The Minutes will be prepared in tentative form and furnished to board members for comment. Upon receipt of such comment, the final Minutes will be prepared as corrected and a record of such corrections will be included with the final Minutes. USCIB will supplement the individual approval of minutes and/or actions taken outside of regular meetings by formally approving such minutes and/or actions at the time of the next succeeding meeting. Final Minutes of USCIB meetings will be disseminated to USCIB members.

- 3 -

~~SECRET~~

~~SECRET~~

11. In order that USCIB may be fully effective, it is essential that its decisions be implemented as promptly as possible. To this end, each formal decision recorded in the minutes of a USCIB meeting or otherwise will include a statement as to the particular organizations or individuals under the cognizance of USCIB that are responsible for implementing all or any specified parts of the Decision. The Secretariat will keep informed of the progress made on such implementation and will notify the Board, prior to each meeting, of the status of implementing action on each outstanding item which was the subject of a Board decision. This information will be contained in a separate section of the agenda. Items will be carried in this section until considered completed by the Board, at whose direction fully implemented items will be dropped from such section.

12. USCIB shall establish such standing committees as may be required to assist it in the discharge of its assigned responsibilities. The following standing Committees of USCIB have been established for the discharge of the responsibilities assigned below and for otherwise serving USCIB:

- (a) Intelligence. Formulation of the USCIB intelligence requirements, and coordination of other intelligence matters under cognizance of USCIB.
- (b) Security. Formulation of interdepartmental security and dissemination policies, and coordination of other security matters under cognizance of USCIB.
- (c) Collateral Information. Coordination of the acquisition, compilation, and exchange of all background material which may be of value to the production of Communications Intelligence.

13. The standing Committees of USCIB shall function primarily to assist the Board with the coordination of intelligence requirements of member organizations, the conduct of special studies, and the preparation of required plans. The Committees may, in addition, be called upon at any time by the Coordinator to assist him within the spheres of their cognizance. Membership in each standing Committee will be held at the minimum necessary for conducting business. Standing Committee decisions will require unanimous consent but minority reports may be submitted by dissenting members as hereinafter provided.



~~SECRET~~

14. Standing committees will (a) establish their own methods of procedure in carrying out their duties, (b) initiate studies and projects for the improvement of coordination as appropriate, and (c) make and implement decisions on specific matters insofar as the members of the committees have authority to do so for their respective organizations.

15. Committee members will be appointed by their respective Board members and the Secretariat will be notified of all changes in committee membership.

16. The Chairman of the standing committees will be appointed by ESCIB on an equitable basis from representatives of member organizations and will normally hold office for one year. If any Chairman is unable to attend a meeting of his Committee or otherwise must be absent from committee affairs, he will designate another member of the Committee to serve as Acting Chairman in his absence.

17. Standing committees will hold meetings at least monthly, or oftener if required. Each organization represented on the respective standing committees will be represented at each meeting by at least one member, or alternate, with necessary power to act.

18. The responsibility for expeditious action on matters referred to a standing committee, as well as the responsibility for the form, completeness, and accuracy of its reports, rests upon the Chairman of the committee. It is his duty to secure a unanimous decision if possible, and deliver a report via the Secretariat. If no such decision can be reached in matters referred by ESCIB or the Coordinator to the Committee, ESCIB or the Coordinator, as appropriate, shall be informed that the Committee has been unable to reach a decision. Minority reports and recommendations may be appended to the report and recommendations of a standing committee by members not in complete agreement with the committee's findings, and the form and handling of such minority reports and recommendations shall be governed by the regulations applicable to the committee reports and recommendations.

19. Ad Hoc working committees may be designated by ESCIB to assist in completing specific tasks. The Chairman of an Ad Hoc committee will be appointed by ESCIB and will select the time and place of its meetings and will notify the members thereof.

~~SECRET~~

## 20. The Secretariat will:

- (a) Prepare agenda, keep the minutes, and record the decisions of the meetings of USCIB.
- (b) Provide each member of USCIB with all necessary materials incident to matters requiring consideration.
- (c) Maintain adequate records concerning the decision and activities of USCIB, the Coordinator and the committees.
- (d) Coordinate the exchange of correspondence (1) between USCIB, the Coordinator and the committees, and (2) with other organizations as the situation requires.
- (e) Deliver reports and communications to USCIB, the Coordinator, and Committee Chairmen, as appropriate.
- (f) Provide secretariat assistance to the Coordinator and to committees as required.
- (g) Provide USCIB members with monthly inventories of tasks completed by USCIB, the Coordinator, the committees, and the Secretariat.
- (h) Follow up the implementation of USCIB decisions by ascertaining the status of required action, and by making periodic reports to USCIB as directed by the Board and/or the Coordinator, as required by paragraph 11 above.

~~SECRET~~